PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

**TO:** Records Coordinators and Employees
Philip Morris International

**DATE:** April 2, 1996

**FROM:** William F. Lynch III

**RE:** **Records Disposal Suspension Notice**

As Records Coordinators and employees, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

Requests for certain records, most of which are already subject to disposal suspension under the applicable Philip Morris Records Management Manual, were recently served upon Philip Morris Incorporated. This notice will serve to place the records described in two separate attachments (Attachments A and B) to this memorandum under disposal suspension, to the extent they are not already under suspension, and extends to all such records whatever their media.

For purposes of this disposal suspension notice, "records" is used in the broadest sense of the term and means each and every writing of whatever nature, whether in an original, a draft (including any and all drafts), or a copy, however produced or reproduced, and each and every tangible thing from which information can be processed or transcribed, such as tape or other electronic data communications. Except for electronic records which must be preserved in original electronic form pursuant to previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994, electronic mail and other electronic records, if any, should be retained by printing and retaining a paper copy only, in accordance with the usual retention practice for electronic records subject to each Records Management Manual's Appendix entitled *Topics Subject to Disposal Suspension*. However, electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

**Code: 1996 - 004 - 007 - F**

PM3000981183

Source: https://www.industrydocuments.ucsf.edu/docs/hzmk0001

Records already subject to disposal suspension are listed in the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual and in prior records disposal suspension notices. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual remain in effect without change.

If there is any question about whether a record is subject to disposal suspension or regarding the appropriate means or media for retention, the record should be retained in its original media pending review by the Legal Department.

Please retain a copy of this disposal suspension notice for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility. If anyone receiving this disposal suspension notice has any questions, please contact me (New York x4019) in the Legal Department.

WFL/krr
Attachments

**Distribution:**
Adams, M.
Adkins, C.
Bertelsen, R.
Brass, H.
Hargrave, J.
Lindon, T.
Mayall, J.
Reardon, M.

**Code: 1996 - 004 - 007 - F**



Source: https://www.industrydocuments.ucsf.edu/docs/hzmk0001

**cc:** Bodine Congdon, M.
Davies, D.
Keane, D.
Mulderig, J.
Pollak, L.
Smith, O.
Wall, C.
Whidden, R.

**FYI:**
Bennett, B.
Bryant, G.
Cummings, L.
DeBardeleben, M.
Harris, C.
Insley, G.
Ward, J.
Worsham, J.

**Code:** 1996 - 004 - 007 - F



Source: https://www.industrydocuments.ucsf.edu/docs/hzmk0001